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1. **Introduction**

- 1.1 The Company will provide an induction course for all new employees, whether temporary or permanent, to help them quickly into the Company.
- 1.2 An effective, well-structured induction course has been shown to contribute significantly to motivation and productivity of newly appointed employees.
- 1.3 The induction course will be tailored to the length and content in order to meet the needs of the role and the role they will be fulfilling.
- 1.4 Existing employees who are moving into a new role in the Company will also receive an induction course to help them integrate into the new role.

2. **<<Equal Opportunities/Equality and Diversity>> in the Induction Process**

- 2.1 All employees will be treated equally.
- 2.2 It is against the Company's Equal Opportunities/Equality and Diversity Policy to discriminate on the grounds of race, nationality, ethnic origin, sex, pregnancy, age, disability, sexual orientation, gender reassignment, marital status, religion, ethnicity, cultural or religious beliefs.
- 2.3 Reasonable adjustments will be made to ensure that no employee is disadvantaged because of their disability.

3. **Induction Checklist**

- 3.1 During the induction process, the line manager will provide the new employee with information about their role and the Company, including:
 - 3.1.1 Structure of the Company and the department/team;
 - 3.1.2 The role and responsibilities of the employee;
 - 3.1.3 Fire and Health and Safety procedures;
 - 3.1.4 Expected standards of performance;
 - 3.1.5 Probationary period and performance review process;
 - 3.1.6 Employee Handbook, covering Equal Opportunities, disciplinary and grievance, performance management, absence, appraisal policy and the Bribery Act.
- 3.2 The line manager will ensure that the new employee completes the induction checklist>> to ensure all necessary information is provided. Upon completion, the induction checklist should be returned to the HR department. R <<insert name>>

4. **Responsibility for Induction**

- 4.1 Responsibility for ensuring that each new employee is successfully inducted rests with the line manager.
- 4.2 The HR department has overall responsibility for the structure and content of the induction process within the Company.

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5. **Mentors**

- 5.1 Mentors will be provided by the Company and employees commencing employment with the Company and referring into new job roles.
- 5.2 The mentoring arrangement will be in place for the first three [OR six] months of employment on a full basis beyond that.
- 5.3 The mentor will meet with the new employee.
- 5.4 The mentor will not be responsible for any complaints; these should be referred to the employee's line manager.

6. **Review Meetings**

- 6.1 The line manager will meet with the new employee at the end of the first month of employment to review progress, set objectives and obtain feedback on the induction process using the <<induction feedback form>>

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